



GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION

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October 2, 2008

TO: PROJECT DIRECTORS
AMERICAN INDIAN WOMEN DOMESTIC VIOLENCE ASSISTANCE PROGRAM (AI)

RE: REQUEST FOR APPLICATION (RFA) FY 2008/09

The Governor's Office of Emergency Services (OES) is pleased to announce the release of the American Indian Women Domestic Violence Assistance Program (AI) Request for Application (RFA). This RFA is comprised solely of federal Violence Against Women Act (VAWA) funds for specific activities. This document is designed to be interactive electronically with fill able forms which are available on the OES website in "Forms" at www.oes.ca.gov. Users need to use Adobe Reader 7.0 or 8.0 (free software) in order to access and save the text of their completed forms. A link to Adobe is provided at the bottom of the "Forms" pages.

The currently funded projects are the only ones eligible to receive funding under the American Indian Women Domestic Violence Assistance Program. The RFA is being e-mailed to you, the Project Director. It will also be posted to the OES Website at www.oes.ca.gov, under OES Divisions, Law Enforcement and Victim Services Division, Applications and Proposals.

The grant period will begin December 1, 2008 and end September 30, 2009. The total amount of VAWA funds available for the American Indian Women Domestic Violence Assistance Program for Federal Fiscal Year 2008/09 is \$333,250. See Part I, Section F, of this RFA for individual project allocations. Please note that funding is contingent upon availability of the federal funds, successful project performance, and compliance with the grant award agreement.

To receive funding for Fiscal Year 2008/09, the completed application should be returned by **Friday, October 31, 2008**. Instructions for mailing the application are included in the RFA.

Should you have questions, please contact Norine Hegy, Senior Program Specialist, at (916) 327-8700 or email her at norine.hegy@oes.ca.gov.

Sincerely,

Roseann St. Clair, Acting Chief
Victim Justice Section

Enclosure

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**AMERICAN INDIAN WOMEN DOMESTIC VIOLENCE ASSISTANCE PROGRAM (AI)
REQUEST FOR APPLICATION**

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- III. [FORMS](#)** – Click on one of the form links below to access the form. Save the form to your hard drive before you attempt to fill it out. To access the complete list of forms on our website click on **or** go to www.oes.ca.gov select a “Criminal Justice Programs” section under the “Justice Programs” tab, then look in the “Related Links” for “Forms: Or paste the following link into your browser:
[http://www.oes.ca.gov/WebPage/oeswebsite.nsf/OESBranchContentPortal?ReadForm&type=Forms&look=Grant%20Applications%20and%20Proposals%20\(RFAs/RFPs\)&Div=Law+Enforcement+and+Victim+Services+\(LEVS\)&Branch=Grant%20Applications%20and%20Proposals%20\(RFAs/RFPs\)Forms](http://www.oes.ca.gov/WebPage/oeswebsite.nsf/OESBranchContentPortal?ReadForm&type=Forms&look=Grant%20Applications%20and%20Proposals%20(RFAs/RFPs)&Div=Law+Enforcement+and+Victim+Services+(LEVS)&Branch=Grant%20Applications%20and%20Proposals%20(RFAs/RFPs)Forms)

[APPLICATION CHECKLIST AND REQUIRED SEQUENCE](#)

[APPLICATION COVER SHEET](#)

GRANT AWARD FACE SHEET AND INSTRUCTIONS

PROJECT CONTACT INSTRUCTIONS AND INFORMATION

CERTIFICATION OF ASSURANCE OF COMPLIANCE - VAWA

SIGNATURE AUTHORIZATION AND INSTRUCTIONS

PROJECT NARRATIVE

APPLICATION BUDGET – BUDGET NARRATIVE

BUDGET FORMS (Excel spreadsheet format) – b. Without Match

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- Operating Expenses

- Equipment

PROJECT SUMMARY

SAMPLE OPERATIONAL AGREEMENT

NONCOMPETITIVE BID REQUEST CHECKLIST, if applicable

OUT OF STATE TRAVEL REQUEST, if applicable

EMERGENCY FUND PROCEDURES, if applicable

PROJECT SERVICE AREA INFORMATION

COMPUTER AND AUTOMATED SYSTEMS PURCHASE JUSTIFICATION, if applicable

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**AMERICAN INDIAN WOMEN DOMESTIC VIOLENCE ASSISTANCE PROGRAM (AI)
REQUEST FOR APPLICATION**

PART I – INFORMATION

A. INTRODUCTION

This Request for Application (RFA) provides the information and forms necessary to prepare an application for the Governor's Office of Emergency Services (OES) grant funds. The terms and conditions described in this RFA supersede previous RFAs and conflicting provisions stated in the *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the application and is accessible at www.oes.ca.gov, by selecting a "Criminal Justice Programs" section under the "Justice Programs" tab, then looking in the "Related Links" for "*Recipient Handbooks*."

B. CONTACT INFORMATION

Questions concerning this RFA, the application process, or programmatic issues should be submitted to the below contact person by telephone, fax, or e-mail.

Norine Hegy, Senior Program Specialist
TEL: (916) 327-8700
FAX: (916) 327-5674
norine.hegy@oes.ca.gov

C. APPLICATION DUE DATE AND SUBMISSION OPTIONS

One original and one copy of the application must be delivered to OES' Law Enforcement and Victim Services Division by the date and time indicated below. Submission options are:

1. Regular and Overnight mail, **postmarked by Friday, October 31, 2008**, to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: Victim Justice Section – AI Program

2. Hand delivered by **5:00 p.m. on Friday, October 31, 2008**, to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: Victim Justice Section – AI Program

D. ELIGIBILITY

Only American Indian Women Domestic Violence Assistance Program (AI) grant recipients funded in Fiscal Year 20007/08 are eligible to apply.

E. FUNDS**1. Source**

The program is funded by the federal Violence Against Women Act (VAWA) S*T*O*P (Services*Training*Officers*Prosecutors) Formula Grant. The program is designed to promote a coordinated, multidisciplinary approach to improving the criminal justice system's response to violent crimes against women. The S*T*O*P Program encourages the development and strengthening of effective law enforcement and prosecution strategies to address violent crimes against women and the development and strengthening of victim services in cases involving violent crimes against women. The federal Office of Violence Against Women has recently clarified that the program does not prohibit male or minor victims of domestic violence, dating violence, sexual assault, and/or stalking from receiving benefits and services under this program.

2. Amount

The total amount available for the program is \$333,250. The amount of funding available for each applicant is reflected in the chart below. Per the Violence Against Women Act of 2005, as amended, the State is meeting the 25% match requirement for all tribes, territories, and victim service providers to the extent possible. Should this no longer be possible, applicable victim service projects will be notified and budgets will need to be modified to incorporate the 25% cash or in-kind match requirement. Funding is contingent upon the availability of federal funds and continued compliance with the terms of the program.

| PROJECT | VAWA FUNDS |
|----------------------------------|------------|
| Kene Me-Wu Family Healing Center | \$116,625 |
| Indian Health Council | \$100,000 |
| Round Valley Indian Tribes | \$116,625 |

3. Grant Cycle

The grant period will begin December 1, 2008 and end September 30, 2009. The applicant must budget for the ten (10) month period.

F. PROGRAM INFORMATION

Native American sexual assault and domestic violence victims in California are severely underserved due to the lack of conveniently located or culturally sensitive services, lack of information regarding the dynamics of sexual assault and domestic violence and, in some cases, weak linkages between tribal communities and non-tribal criminal justice and victim service systems.

This program will target Native American women in California by continuing to fund current recipients to develop and implement projects aimed at addressing and impacting the issues of sexual assault, domestic violence, dating violence, and stalking among Native American women. Projects must provide culturally sensitive trainings and community outreach regarding the issues and dynamics of sexual assault, domestic violence, stalking, and teen dating violence perpetrated

against Native American women: and provide advocacy services for victims of sexual assault and domestic violence. In addition, projects must provide emergency food, clothing, and transportation or transportation funds to Native American women who are victims of sexual assault and domestic violence. Projects may also provide additional optional objectives including assistance with restraining orders and counseling.

All materials and publications (written, visual, or sound) resulting from award activities must contain the following statement:

This project was supported by Grant No. _____ awarded by the Office on Violence Against Women (OVW), U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibit are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.

The Recipient agrees to submit two copies of all reports and proposed publications, funded by OVW, to OES not less than 30 days prior to public release, publication, or distribution.

G. PREPARING AN APPLICATION

The Table of Contents includes a link to an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

Please provide the nine required application components in the order listed below:

- Application Cover Sheet
- Grant Award Face Sheet (OES A301)
- Project Contact Information
- Certification of Assurance of Compliance - VAWA
- Signature Authorization and Instructions
- Project Narrative
- Budget Narrative and the Project Budget (OES A303a-c)
- Project Service Area Information
- Application Appendix (refer to Part II, C.)

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**AMERICAN INDIAN WOMEN DOMESTIC VIOLENCE ASSISTANCE PROGRAM (AI)
REQUEST FOR APPLICATION**

PART II – INSTRUCTIONS

The instructions in this section correspond to each of the application components and to the forms required to complete the application.

The applicant must use the forms provided in “Forms” ([FORMS](#)) and plain 8½” x 11” white paper for the application. The blank Project and Budget Narrative pages on the website have been pre-formatted to OES standards. If you create your own computer-generated Project and Budget pages, the format must duplicate the OES pre-formatted pages.

Copies of the application must be assembled separately and individually fastened in the upper left corner. ***Do not bind application.***

A. PROJECT NARRATIVE

The project narrative is the main body of information describing the problem to be addressed, the plan to address the problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan.

1. Problem Statement

A problem statement is not required.

2. Plan and Implementation

a. Objectives and Activities:

There are five mandatory objectives. Additional objectives are not required; however projects may provide additional optional objectives including assistance with restraining orders and counseling. The objectives must be measurable and quantifiable. The activities must delineate a logical, well developed, and effective plan to achieve the objectives. Activities should describe the steps necessary to achieve the objectives. Each activity must indicate the anticipated time frame in which the activity will occur/be completed and the staff position/s that will implement the activity. Funded projects are required to participate in data collection, submit progress reports, and keep accurate records to document the project's progress in achieving the objectives.

The specific wording for the five mandatory objectives is provided below. Use a separate sheet of paper for each of the objectives. List the objectives (including any optional objectives) on the left side of the page and all the activities on the right side.

Mandatory Objectives

1. The project will conduct ____ **community outreach programs** addressing the issues and dynamics of sexual assault (SA) and domestic violence (DV); stalking; and teen violence to ____ **community members** between 12/1/08 and 9/30/09.

2. The project will provide **culturally sensitive SA/DV trainings** to ____ **agencies** (such as social service organizations, medical facilities, law enforcement agencies, and the local sexual assault and domestic violence agencies) for ____ attendees between 12/1/08 and 9/30/09.
3. The project will provide **advocacy services** to ____ Native American women who are victims of DV/SA, stalking, or teen dating violence in order to connect them to needed/requested services between 12/1/08 and 9/30/09.
4. The project will provide **emergency food and clothing** to ____ Native American women who are victims of DV/SA between 12/1/08 and 9/30/09.
5. The project will provide **emergency transportation or emergency transportation funds** to ____ Native American women who are victims of DV/SA between 12/1/08 and 9/30/09.

b. Service Area Map

The applicant's appendix must contain a **current** legible map that clearly shows the boundaries of the service area, the tribes within the service area, and the applicant agency's location.

c. Operational Agreements (OAs)

Operational Agreements must contain original signatures, titles, and agency names for both parties and include dates effective for the proposed grant period. They must demonstrate a formal system of networking and coordinating between the agency and the applicant. A sample OA is provided in "Forms" ([FORMS](#)). Do not submit Operational Agreements with this application; however OAs must be on file in the applicant's office by December 1, 2008.

B. PROJECT BUDGET

The purpose of the project budget is to demonstrate how the applicant will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds, including match funds when applicable. The applicant may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, the applicant should not include in the project budget matching funds (if applicable) in excess of the required match. Budgets are subject to OES modifications and approval.

OES requires the applicant to develop a **line item** budget which will enable the project to meet the intent and requirements of the program, ensure the successful and cost effective implementation of the project. Failure of the applicant to include required items in the budget does not eliminate responsibility to comply with those requirements during the implementation of the project. The applicant should refer to the *Recipient Handbook* for additional information concerning OES budget policy or to determine if specific proposed expenses are allowable. The *Recipient Handbook* is accessible on our website at www.oes.ca.gov. Select any "Criminal Justice Programs" section under the "Justice Programs" Tab, look in the "Related Links" for "*Recipient Handbooks*". Contact the person listed on page 1-subsection B of this RFA should you have additional budget questions.

1. **Budget Narrative**

The applicant is required to submit a narrative with the project budget. The narrative must be typed and placed in the application in front of the budget pages. In the narrative describe:

- How the applicant's proposed budget supports the objectives and activities.
- How funds are allocated to minimize administrative costs and support direct services.
- The duties of project-funded staff, including qualifications or education level necessary for the job assignment. This does not take the place of the brief justification required in the line item budget.
- How project-funded staff duties and time commitments support the proposed objectives and activities.
- Proposed staff commitment/percentage of time to other efforts, in addition to this project.
- The necessity for subcontracts and unusual expenditures.
- Mid-year salary range adjustments.

2. **Specific Budget Categories**

There is an Excel Workbook in "Forms" ([FORMS](#)) with spreadsheets for each of the following three budget categories:

- Personal Services – Employee Salaries/Benefits;
- Operating Expenses; and
- Equipment.

The left column of each budget category on the Spreadsheet requires line item detail including the calculation and justification for the expense. Enter the amount of each line item and match in the correct column of the Budget Category form. The spreadsheet will add each addition and round off the nearest whole dollar. You may add extra rows if necessary, the spreadsheets total at the end of each budget category and total the three spreadsheets at the bottom of the last page (Equipment). The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (Block 10G) on the Grant Award Face Sheet.

The bottom of the Equipment Category form contains a format for identifying the project total and fund distribution. This section must be completed and submitted even if there are no line items identified in the equipment category.

a. Personal Services – Salaries/Employee Benefits (OES A303a):

1) **Salaries**

Personal services include services performed by project staff directly employed by the applicant and must be identified by position and percentage of salaries. These may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If the applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds. Salaries for staff not directly employed by the applicant must be shown as participating staff (see *Recipient Handbook*, Section 4500) the Operational Expenses Category. Consultant

services remain under Operating Expenses (refer to Part II, B.2.b. - Operating Expenses - paragraph two.)

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar Association dues, are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

b. Operating Expenses (OES A303b):

Operating expenses are defined as necessary expenditures other than personal salaries, benefits, and equipment. Such expenses may include specific items directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award), and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors, participating staff who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$5,000 per unit (including tax, installation, and freight) and/or with a useful life of less than one year fall within this category. Otherwise these fall under equipment expenses.

Salaries for staff not directly employed by the applicant must be shown as consultant and/or participating staff costs (whichever is applicable per *Recipient Handbook* Sections 3710 and 4500) under the Operating Expenses category. These costs must be supported by an Operational Agreement (OA), which must be kept on file by the recipient and made available for review during an OES site visit, monitoring visit, or audit. In the case of grants being passed through a recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses category.

c. Equipment (OES A303c):

Equipment is defined as nonexpendable tangible personal property having **a useful life of more than one year** and an acquisition cost of \$5,000 or more per unit (including tax, installation, and freight).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

C. APPLICATION APPENDIX

The Application Appendix provides OES with additional information from the applicant to support components of the application. The following must be included:

- Project Service Area Information
- Project Summary
- Service Area Map
- Noncompetitive Bid Request, if applicable
- Out of State Travel Request, OES 700, if applicable
- Emergency Fund Procedures, if applicable
- Computer and Automated Systems Purchase Justification Guidelines, if applicable